Resume Builder

User Guide

January 2005

Table of Contents:

About this Manual

Introduction:

This manual serves as the User Guide for the Resume Builder system. It explains the general operating principles for using the Resume Builder web application.

User Guide Instructions:

You may see several icons and colors throughout the document these are explained below:

Caution!
Important information that you should be aware of before continuing in the document is in Caution. Please stop and read the caution before continuing.

Tips

Helpful Information is in Tips

Notes

Additional information is in Notes

About Resume Builder

Resume Builder is designed to assist users in entering their resume into the Army's Centralized Resumix System. Users can enter their resume as well as provide supplemental data to indicate their qualifications and preferences. Once a resume is entered using this system, the record is integrated with the other staffing tools used by the Army to recruit and place applicants.

Resume Builder is broken up into two sections; Build your Resume and Supplemental Data. Build your Resume allows you to build your resume by entering information into three separate information sections. Each section contains a worksheet to assist you in entering all of the fields necessary to properly complete the section. After you built your resume you can preview the final format to see how the staffing specialists within the Army will be seeing your resume. The worksheets are designed to gather and enter the exact information that the staffing specialists are looking for. It is recommended that you use these as much as possible to improve your resumes marketability.

The Supplemental Data section serves as a questionnaire and is part of the staffing process. The information is required in order to properly pull your resume for consideration. There are several separate categories of information for supplemental data and a preliminary list of questions will be provided to determine which sections you will need to complete. Once you have completed the preliminary questions you will be able to complete all supplemental data sections that apply to you. Some sections contain required fields and those fields must be completed to submit your information. All other fields are optional but it is recommended you complete as much as possible to improve your marketability.

Resume Builder is only a tool to assist you in formatting a complete resume and supplemental data questionnaire, and it also serves as a holding area for your information. For your resume to be considered for positions you must submit your completed resume and supplemental data to the Central Resumix Database. You may also send a copy of your completed resume to multiple email recipients.

General Instructions

Resume Builder is designed so that you can enter information in any section, at any time, and in no particular order. Below is the preferred method of entering information but you can complete any portion of either the Create/Edit Resume or Create / Edit Supplemental Data at any time in the application.

1. Begin with Building your Resume by selecting the Create/Edit Resume button. See the Build your Resume section below for detailed information on how to complete this section.

2. Once you have built your resume, complete your supplemental data questions. You can access this section by either selecting Create/Edit Supplemental Data on the RB main page; clicking Edit Supplemental Data on any of the screens you see

it on, or clicking Save Resume Draft on the Preview My Resume screen. See the Supplemental Data section below for detailed information on how to complete this section.

3. Submit your completed resume and supplemental data.

Login Procedures

When you first enter Resume Builder you have two options for logging in. Once as a New User and another as a Registered User. Before you can access the application you will first have to determine which type of user you are and then follow the proper login procedures for your user type. See below for detailed instructions.
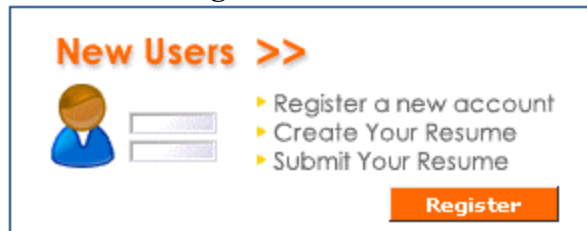
≫ Instructions

1. Determine which type of user you are.

If this is your first time to this Resume Builder site, you are a New User. If you have been to this Resume Builder site (or the old Resume Builder) and have a Password, you are a Registered User. (You will be prompted to enter these).

New User:
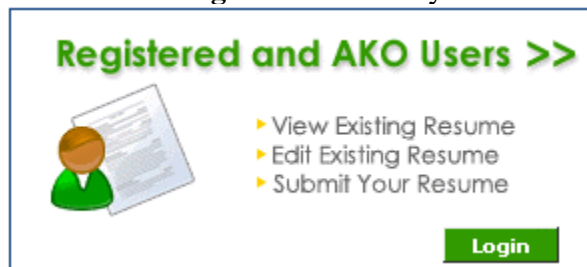
1. **Click** on the **Register** button.

2. The system will display the Registration screen for you.

Registered Users:

1. **Click** on the **Login** button. The system will display a login screen.

2. **Enter** your **User ID** in the User Id field. This is your Social Security Number (SSN). Do not use hyphens or spaces when typing your number.

3. **Enter** your **Password**.

4. **Click** on the **Login** button. The system will display the Registration screen for you.

❯❯ Forgot your password?

Resume Builder provides you with a method of retrieving your password, should you forget it. To retrieve your password click the Forgot your Password link on the login page. This will take you to the Resume Builder Password Retrieval page. Follow the instructions below to retrieve your password.

1. **Enter** your **First Name**.

2. **Enter** you **SSN** - numbers only, no spaces.

3. **Enter** your **Last Name**.

4. **Enter** the first 5 digits of your **Zip Code**.

5. **Click Submit**.

After your information has been retrieved, you will be automatically re-directed back to the login page where your password automatically entered in the Password field. You will need to enter your User ID (SSN) and click Login. Once you have logged into the system, your password can be changed by editing the password fields on the registration/personal information page.

Registration

All users (New and Registered) will see this screen after they have logged into the Resume Builder site. Registered users are asked to review the information for accuracy and insert/update any missing/incorrect information, and confirm their review. New users are asked to enter their information. The Contact Information entered will appear on all users' resumes.

>> **Instructions:**

> **Remember your password!**
>
> Remember the password you used on this form, as you will need it on future visits to this site. You can also change it at anytime from the Registration page.

1. **Complete** or **Correct** each field on the screen with your most current information. The Contact Information (Name, Address, Telephone) will appear on your Resume.

2. **Click** [Next >>] (at the bottom of the screen) when complete.

   Description of Fields:

Password:	Passwords should be a combination of capitals and lowercase letters, numbers, and a special character to ensure proper security. Remember your password for future visits to this site. You can change your password at any time by editing your entry in this field.
Confirm Password:	The password must be exactly identical to the password entered in the Password field.
SSN:	The Social Security Number must be 9 digits. No spaces or hyphens are permitted.
Confirm SSN:	Re-enter your Social Security Number. The number must be 9 digits, no spaces or hypes are permitted.
First Name:	Your complete first name should be used (not a nickname).
Middle:	Your middle name or middle initial. This field is optional.
Last:	Your complete last name.
Address Line 1:	The first line of your postal mailing address.
Address Line 2:	The second line of your postal mailing address. This

field is optional.

City: The city listed on your postal mailing address.

State: The state listed on your postal mailing address. This field is optional for international users (those who choose a country other than United States as their country).

Country: The country listed on your postal mailing address.

Zip Code: The zip code listed on your postal mailing address.

E-mail address: The address must be in standard format (username@example.com). Those with AKO e-mail accounts are strongly encouraged to use their AKO e-mail address unless they are leaving the Army in the near future.

Telephone fields (Home, Work, DSN):   Only numeric characters are permitted. The extension field is not required.

Build your Resume

Here you are able to build your resume by entering information into three separate sections that are put together by the system to create a resume. You can also edit your resume from this screen at anytime. The final format on the resume will be as it is seen on this screen. A worksheet is provided for each section to assist users in entering data in the preferred format. It is recommended that you use the worksheet whenever possible.

Instructions:

1. **Select** the **Create / Edit Resume** button from the Welcome Screen or at anytime you see the Edit Resume button within Resume Builder.

2. **Review** the available **blocks** provided.

   ▪ **Work Experience:** This block is to enter any work experience you may have. The character limit for the entire text block is 12,000. Enter experiences in chronological order with the most recent experience at the top of the block.

   ▪ **Education:** This block is to enter any education you have obtained. This includes High School, GED, College, Vocational School, and Training School (not entered in Additional Information). The character limit for the entire text block is 2,000. Enter education in chronological order with the most recent education at the top of the block.

   ▪ **Additional Information:** This block is to enter any additional information that does not apply to the Work Experience or Education blocks. This includes Licenses, Certifications, Awards, Training, Specialized Education, Positive Education, and Additional Education (not entered in Education). The character limit for the entire text block is 6,000. Enter additional information in chronological order with the most recent information at the top of the block.

3. **Enter** your **information** into the appropriate block using one of the methods described below (or a combination of them).

   ▪ Direct Typing
   ▪ Copy and Paste
   ▪ Work Experience Worksheet
   ▪ Education Worksheet

- Additional Information Worksheet

4. **Check** the **Character Count** Character Count: 6 for all three boxes to ensure you have not gone over the max.

> Note: The Character Count can be found at the bottom of each section and the Maximum number of characters allowed is different for each section. Please refer to the maximum number of characters allowed, listed above, to ensure you are not over the limit.

5. **Review** each **section** for accuracy, completeness, and formatting. The display seen here will be as it appears on the final document.

6. **Click** on Preview My Resume (located at the bottom of the screen) when you are satisfied with your entries. The system will display your resume, as it will appear on the final document. You will be able to save your resume from this screen.

When satisfied with your resume, click the Save Resume Draft button located at the bottom of the preview screen. You have now completed your resume. You can edit your resume at any time by clicking any of the Edit my Resume buttons located throughout Resume Builder. However, your resume will not be sent to the centralized Resumix system until all supplemental data questions have been completed and you have clicked the Submit Resume & Supplemental Data button.

»Direct Typing:

The direct typing method allows you to type whatever you want for each section in the block on the Build your Resume screen. The text will appear on your resume exactly as it appears in the block.

1. **Place** your **cursor** in the text entry block.

2. **Type** in your entry according to the block you are working in. Refer to the worksheet for assistance with the format and content preferred.

»Copy and Paste:

The Copy and Paste method allows you to copy a previously completed resume or parts of a resume into the appropriate block. The information will be displayed on your resume exactly the same way it is entered into the block.

1. **Open** both the Resume Builder site (you should be on the Resume Builder screen) and the **document you are copying from**.

2. **Select** the **text** in the source document you wish to copy into
    Resume Builder.

3. With the text selected, **copy the text** (right-click on the mouse and
    select "Copy" or press Ctrl-C on your keyboard).

4. **Switch** to the **Resume Builder** screen.

5. **Place** your **cursor** in the appropriate text entry block.

6. **Paste** the **text** (right-click on the mouse and select "Paste" or press
    Ctrl-V on your keyboard). The text that was selected in your
    source document should appear in the text entry block.

7. **Review** the **entry** and make edits as needed.

»**Work Experience Worksheet:**

This worksheet can be used at anytime when building your resume. You
can enter multiple work experiences by completing the worksheet for each
individual experience one at a time. After you click the Insert into Resume
button the information will be entered at the top of the Work Experience
section. It is recommended that you review your entries for accuracy,
completeness, and formatting on the Build your resume screen and not in
the Worksheet. Keep in mind that the Work Experience section is limited
to 12,000 characters.

1. **Click** on Click here for worksheet at the top right corner of the Work
    Experience block.

2. **Enter text** in the fields that apply to the work experience being
    entered. Start with your most recent experience first. See
    Description of Fields for specific field information.

3. **Click** on Insert into Resume to insert the entry into the main
    builder page.

Figure 1 Work Experience Worksheet

Description of Fields:

Organization / Company Name:	For government positions, enter the Organization you were assigned to. All others should enter the name of the company they were employed with.
Position Title:	Enter your official position title.
City:	Enter the city listed on the organization/company's postal address.
State:	Select the state listed on the organization/company's postal address

Country: Select the country listed on the
                      organization/company's postal address.

Start Date: Enter the date in MM/DD/YYYY format that you
                      started employment with the organization/company.

End Date: Enter the date in MM/DD/YYYY format that you
                      ended employment with the organization/company. If
                      you currently work for this company leave this field
                      blank.

Supervisor   Enter the name of your supervisor during the time
Name: spent with the organization/company. If you had more
                      than one during that time period, enter the most
                      current supervisor you had.

May we contact   Indicate whether it is okay for staffing personnel to
your   contact the supervisor named. If you select no and we
Supervisor?   need to contact your current supervisor, we will
Yes/No: contact you before doing this.

Supervisor   Enter the telephone where your supervisor can be
Telephone: reached during normal business hours.

Pay Plan: Select the Pay Plan you were at when your
                      employment with the organization ended. (This is a
                      field that pertains to government positions. All others
                      can enter their Salary in the Salary field instead.)

Series: Enter the 4 digit Series you were at when your
                      employment with the organization ended. (This is a
                      field that pertains to government positions. All others
                      can enter their Salary in the Salary field instead.)

Grade: Select the Grade you were at when your employment
                      with the organization ended. (This is a field that
                      pertains to government positions. All others can enter
                      their Salary in the Salary field instead.)

Salary: Enter the Salary in US Dollars and cents (example:
                      20000.00 that you were at when your employment

with the organization/company ended.

per: Select your type of pay: hour, day, week, bi-weekly,
                          month, or annually during your employment with the
                          organization/company.

Hours Worked   Enter the base amount of hours you worked each
Per Week: week during your employment with the
                          organization/company.

Description of   Enter a brief description of your position's duties.
Duties: Include in your description any systems you have
                          worked on; any software programs you have used;
                          any special programs you have managed; any
                          regulations, directives, etc. you have used; any other
                          job-related information you would like to include.

≫ Education Worksheet:

This worksheet can be used at anytime when building your resume. You
can enter multiple education experiences by completing the worksheet for
each individual experience. After you click the Insert into Resume button
the information will be entered at the top of the Education section. It is
recommended that you review your entries for accuracy, completeness, and
formatting on the Build your resume screen and not in the Worksheet.
Please provide your highest level of education. Your resume should also
include courses and semester/quarter hours for positive education
requirement positions. If your highest level was high school, list either
highest grade completed, year graduated or date you were awarded GED.
Keep in mind that the Education block is limited to 2,000 characters.

1. **Click** on Click here for worksheet at the top right corner of the Work
    Experience block

2. **Enter text** in the fields that apply to the education experience
    being entered. Start with your most recent experience first. See
    Description of Fields for specific field information.

3. **Click** on Insert into Resume to insert the entry into the main
    builder page.

Figure 2 Education Worksheet

Description of Fields:

Type of School: Select from the drop-down menu the type of school being entered. Only one option can be selected per entry. If you have an educational experience that does not fit into one of the categories listed, enter it in the Additional Information block on the Build Resume page.

School Name: Enter the complete name of the school attended.

City: Enter the city listed on the organization/company's postal address.

State: Select the state listed on the organization/company's postal address.

Country: Select the country listed on the organization/company's postal address.

Degree Achieved: Enter the type of degree you received from the school. Ex. Bachelor of Science

Major: Enter the name of your declared Major during the time you attended the school. If your Major changed at any point, only enter the Major declared on your official school transcripts. If you had more than one Major declared simultaneously, separate each with a "/".

Minor: Enter the name of your declared Minor during the time you attended the school. If your Minor changed at any point, only enter the Minor declared on your official school transcripts. If you had more than one Minor declared simultaneously, separate each with a "/".

GPA: Enter your cumulative GPA as it was when you finished attending the school.

Semester Hours Earned: Enter the total number of Semester Hours Earned. Example: 18 credits per semester X 8 semesters completed = 144 Semester Hours Earned.

Quarter Hours Earned: Enter the total number of Quarter Hours Earned. Example: 21 credits per quarter x 12 quarters = 252 quarter hours earned.

Attended From: Enter the date in MM/DD/YYYY format on which you began attending the school.

Completed: Enter the date in MM/DD/YYYY format on which you finished attending the school.

Still Attending: Check this box only if you are currently attending the school. If you are on vacation or holiday (between

semesters) and plan on continuing your attendance during the next standard semester (you are registered for the next semester), check the box. If you plan to eventually return to the school but are not sure when, do not check the box.

Description: Enter a brief description of your studies at the school. This section is more widely used when entering information about non-standard education (ie, vocational school). Include any pertinent information that may be useful in evaluating your applicability.

≫ Additional Information Worksheet:

This worksheet can be used at anytime when building your resume. You can make multiple entries by completing the worksheet for each individual entry one at a time. After you click the Insert into Resume button the information will be entered at the top of the Additional Information section on the Build your Resume screen. It is recommended that you review your entries for accuracy, completeness, and formatting on the Build your resume screen and not in the Worksheet. Keep in mind that the Additional Information section is limited to 6,000 characters.

1. **Click** on Click here for worksheet at the top right corner of the Work Experience block

2. **Enter text** in the fields that apply to the experience being entered. Start with your most recent experience first. See Description of Fields for specific field information.

3. **Click** on Insert into Resume to insert the entry into the main builder page.

Figure 3 Additional Information Worksheet

Description of Fields:

Type: Select from the drop-down menu the type of entry your experience can be categorized within. Only one option can be selected per entry. If your entry does not fit into one of the categories listed, select one of the options in the dropdown. When your entire entry is inserted into the Additional Information block on the Build your resume page, edit the default category text inserted to either a more appropriate descriptive title or leave it without a Type of Entry title.

Title / Course: Enter the title of the license/award or the course name
of the training/education.

Date: Enter the date (in MM/DD/YYYY format) the
license/award was received or the date you completed
the training/education.

Hours: Enter the total number of hours completed in the
training/education course.

Description: Enter a brief description of the experience being
entered. Include any pertinent information that may
be useful in evaluating your applicability.

Supplemental Data

The Supplemental Data portion of Resume Builder provides you with a listing of questions broken up into several different sections. Before you can begin completing your Supplemental Data, you are asked a series of questions to determine which sections you will have to complete.

》**Instructions:**

1. **Click** the **Edit Supplemental Data** Edit Supplemental Data button on the Welcome screen or at any time while in Resume Builder.

2. **Select** the **Yes or No** radio button for each question in the Preliminary Questions section. All three questions must be answered.

Explanation of Questions:

Question 1: If you currently work as a Permanent Federal Civilian Employee, answer Yes. If you have ever previously worked as a Permanent Federal Civilian Employee, answer Yes. If you have never worked as a Permanent Federal Civilian Employee, answer No.

Question 2: If you have ever served in any branch in the United States military, answer Yes. If you are eligible for "veterans preference", answer Yes. If you are unsure of whether you are eligible for veterans' preference, click here for the Veterans Preference Wizard. The system will open a new browser window at the Department of Labor site. Follow the wizard through to determine if you are eligible. The DOL site will first display several screens of information available regarding Veterans Preference (click Continue at the bottom of each screen to advance through the wizard). The fourth screen will provide you with a list of Veterans Preference choices. The first choice, Determining your eligibility for Veterans' Preference in hiring, is the wizard you will need. Answer the questions as required by the wizard until the system provides you with an answer on your eligibility. You will need to select the type of preference claimed later

on, so you may want to note what preference you are entitled to. (The wizard is also available on the screen where that data is collected.)

Question 3:	If you are applying for a position that is overseas, answer Yes. If you are not interested in applying for overseas positions, answer No.

3. When you have completed all three questions and are satisfied with your answers, **click** on **Continue**.

4. **Review** the **list** of Supplemental Data sections to be completed.

5. **Click** on the **section** you wish to complete first. It is recommended you begin with **Personal Data**. Each section is described below. Please review the instructions for each section for additional information.

- Personal Data
- Employee Preferences
- Federal Employee
- Military Veteran
- Overseas Positions

Note: Once you have clicked next on the last Supplemental Data section you will be presented with the Supplemental Data Preview Page. Here you will be able to view each section's results in the same format as a staffing specialist. Please review each section carefully to ensure all answers are correct.

6. When finished reviewing your Supplemental Data sections **click** **Save Supplemental Data**.

Hint: You can edit your Supplemental Data at anytime by selecting the Edit Supplemental Data button located throughout Resume Builder.

> **Complete your Supplemental Data!**
> It is NOT recommended to complete your Supplemental Data at a later date, as Supplemental Data may be critical in order to properly pull your resume for consideration. Users who choose to do this will need to return at a later date to complete the data.

Personal Data:

The Supplemental Data - Personal Data section collects information regarding your personal information as well as your basic administration skills. All applicants are required to complete this screen, however some fields are not required.

1. **Make** a **selection** from the **Citizenship** dropdown.

2. **Enter** your **Date of Birth** in MM/DD/YYYY format.

3. **Select** your **Gender** (optional).

4. **Select** your **Race** (optional).

5. **Click** the **Education Level field.** An additional window will pop-up. **Click** the r**adio button** to the left of the **education level** that best applies to you.

6. **Enter** the **number of words** per minute you are capable of typing. Only numeric characters are permitted.

7. **Enter** the **number of words** per minute you are capable of taking dictation on. Only numeric characters are permitted.

8. When satisfied with your entries, **click** on [Next] to continue to the next section.

Description of Fields:

Citizenship:	Select your citizenship from the dropdown. If you are not a US Citizen and you are not a Local National, you should select Other.
Date of Birth:	Enter the date in MM/DD/YYYY format on which you were born. This field is optional and failure to complete it will not preclude you from consideration.
Gender:	Make a selection from the dropdown menu. This field is optional and failure to complete it will not preclude you from consideration.
Race / Origin:	Make a selection from the dropdown menu. If your Race / Origin is not listed, select Other. This field is optional and failure to complete it will not preclude you from consideration.
Education Level:	An additional window will pop up with a list of possible education levels. Click the radio button to the left of the education description that best applies to you.
Typing - Words per Minute:	Enter the number of words per minutes you are capable of typing. This must be a numeric number. This field is optional and failure to complete it will

not preclude you from consideration.

Dictation - Words per Minute:	Enter the number of words per minute you are capable of writing from dictation. This must be a numeric number. This field is optional and failure to complete it will not preclude you from consideration.

➤➤ Employee Preferences:

The Supplemental Data - Employment Preferences section collects information regarding your employment preferences. The information will be used by staffing specialists to match your preferences to available positions. All applicants are required to complete this screen and a selection must be made for each field.

1. **Make a selection** for **Work Schedule**. You may select more than one.

2. **Make a selection** for **Employment Type**. You may select more than one.

3. **Make a selection for Employment Categories**. Select all that apply to you.

4. When satisfied with your entries, **click** on [Next] to continue to the next section.

Description of Fields:

Work Schedule:	Click the checkbox to the left of all applicable work schedules that you are willing to work. You may select more than one.
Employment Type:	Click the checkbox to the left of all applicable employment types you are willing to accept. You may select more than one.
Employment Categories:	Click the checkboxes to the left of all applicable employment categories that apply to you. Select as many as applicable to your situation.
Civilian Army eligible:	A permanent Department of Army civilian.

30 percent Disabled Veteran:	You must have prior military service with a disability rating of 30% or more. Applicants must have a Notice of Rating from the Office of Personnel Management dated within the last six months. You may also contact your local Office of Personnel Management for information on when and where tests are administered. If selected, you will be required to submit a DD Form 214, Certificate of Discharge. When claiming 10-point preference, you must also submit your SF 15, Application for 10-point Veteran's Preference and supporting documents (i.e., Veteran's Administration letter dated within the last 12 months) as outlined on the reverse side of the SF 15.
VRA eligible:	Public Law 107-288 effected substantive changes to the Veterans Readjustment Act. Under the new law the following veterans are eligible for a non-competitive VRA appointment: Disabled Veterans; or Veterans who have been awarded a Campaign Badge, Armed Forces Expeditionary Medal (AFEM), or Armed Forces Service Medal (AFEM); or Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years. There are no time restrictions on appointment of the first two categories of veterans. There are no lengths of service requirements for all three categories of veterans. Veterans who are serving under the old Veterans Readjustment Appointment who do not meet new eligibility requirements for new VRA appointment may still be converted to career-conditional appointments upon completion of the current appointment. The maximum grade level at which appointments may be made is GS-11. Veterans must meet all qualification requirements. Veterans with less than fifteen years of education must receive training or education.
VEOA eligible:	Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after substantially completing an initial 3 years active service may apply. If selected, applicant will be required to submit a DD214, Certificate of Discharge.
EO 12721 eligible:	Worked as an Appropriated Fund Federal employee overseas while a family member of a Uniformed

	Service Member, civilian employee, or Non-Appropriated Fund (NAF) employee serving overseas. In the overseas assignment, employee must have accumulated 52 weeks of creditable service; received a fully successful or better performance rating; and must have returned to the U.S. from the overseas tour of duty and met time requirements.
Transfer Eligible:	Currently a permanent, career or career conditional, non-Department of Army federal civilian employee.
Reinstatement eligible:	Former Federal employees who attained Career status on a permanent, competitive Federal appointment. If the person was a Career-Conditional, reinstatement eligibility generally applies 3 years after separation unless exception in 5 CFR 315.201(b)(3) apply.
ICTAP eligible:	Interagency Career Transition Assistance Plan (ICTAP) eligibles. Current or former employees displaced from non-DOD agencies. Individuals seeking ICTAP eligibility will be required to submit a copy of their Reduction in Force (RIF) separation notice (Notification Letter or SF 50) and a copy of their most recent performance rating. ICTAP eligible must be rated well qualified for the position to receive consideration. A well-qualified employee is defined as meeting all of the minimum qualification standards and eligibility requirements as well as possessing skills that clearly exceed the minimum qualification requirements for the position.
Person with Disabilities eligible:	Have a physical or mental impairment that limits one or more major life activities and has been certified by the State Department of Vocational Services.
DCIPS/CIPMS Interchange eligible:	Currently serving on a CIPMS appointment without time limitation or has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a CIPMS position. May be appointed only to permanent positions based on this authority.
NAF Interchange eligible:	Currently serving on a NAFI position without time limitation or has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving

continuously for at least 1 year in a NAFI position. May be appointed only to permanent positions based on this authority.

Outstanding Scholar eligible:

Resumes submitted under the Outstanding Scholar Program will be considered for this position. The Outstanding Scholar Program is used as one of several methods for recruiting some entry-level positions throughout the Army. This special hiring authority is restricted to grade levels GS-5 and GS-7 or equivalent. To be eligible you must be a college graduate and have maintained a grade point average (GPA) of 3.45 or better on a 4.0 scale for all undergraduate course work, or have graduated in the upper 10 percent of your graduating class or major university subdivision. For this program, the GPA is rounded to one decimal place. For example, a GPA of 3.45 rounds up to the required 3.5, while a 3.44 rounds down to the 3.4 GPA. A college degree in any major is qualifying for most of the career fields covered by the Outstanding Scholar Program. However, some positions may require specific courses in subjects related to the job as indicated in the job announcement. Applicants who wish to apply for the Outstanding Scholar Program may apply nine months before completing all the requirements of the Program, including GPA or class standing. However, the applicants must produce appropriate documentation (e.g., a copy of their college transcript) at the time of appointment. To apply under as an Outstanding Scholar send a resume as explained in the How to Apply instructions for this position. You may be required to submit a copy of your college transcripts containing sufficient information to compute GPA and/or a letter from the Registrar's office as proof of your 10% class standing.

Non Status Eligible, including overseas limited and temporary employee:

All applicants without personal competitive status; employees on temporary and term positions; employees on excepted service positions who do not meet eligibility requirements for an interchange agreement; and applicants who have not worked for the Federal government.

DCIPS employee applying for DCIPS:

A current DCIPS civilian employee serving on a permanent appointment and applying for DCIPS positions.

Student Employment:	A U.S. student enrolled or accepted for enrollment as a degree seeking student, taking at least a half-time academic or vocational/technical course load in an accredited high, technical, vocational school, or a 2 or 4 year college or university, graduate/professional school, and meet your state's minimum employment age for minors and are either a US citizen or permanent resident of the United States or otherwise authorized to be employed.
Summer Employment:	US citizen interested in summer employment only, other than temporary employment described in non-status above.
Military Spouse preference eligible (overseas):	The spouse of an active duty military member (sponsor) of the U.S. Armed Forces who accompanies their military sponsor on a permanent change of stations (PCS) move. To receive preference, the spouse must be married to the military sponsor before reporting to the new duty assignment. MSP applies when the spouse arrives in the overseas area and to a position in the commuting area of the military sponsor's permanent duty station. MSP applies if you are ranked among the "best qualified" for the vacancy for which you are applying. MSP is retained until the military spouse accepts or declines the offer of a permanent appointment to a full-time or part-time position. Military spouses will not lose MSP eligibility when accepting a temporary or term position or a permanent position with a flex or intermittent on-call work schedule (non-continuing positions). NOTE: MSP applies to initial employment at the overseas location. Once the spouse accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through MSP. MSP is lost when the spouse accepts or declines an offer of a continuing position or declines a job interview for a continuing position. A continuing position is a permanent full-time or part-time position. This includes positions with non-appropriated fund (NAF) organizations or AAFES. MSP can be used only once during the sponsor's tour. Once used, the spouse competes as a family member without preference.

Family member preference eligible (overseas):	The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the U.S. Armed Forces or a U.S. citizen civilian employee (sponsor) of a U.S. Government Agency (including NAF activities) whose duty station is in a foreign area. This category does not apply to family members of contractors. FMP applies when the Family Member (FM) arrives in the overseas area and to positions in the commuting areas of the sponsor's duty station. FMP also applies when an active duty member of a dual military couple exits the service overseas and applies for civilian employment as a family member. NOTE: FMP applies to initial employment at the overseas location. Once the FM accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through FMP. A continuing position for FMP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES. FMP can be used only once during the sponsor's tour. Once used, the FM competes as a family member without preference (FMNP). FMP does not apply to FMs of locally hired civilian employees or government contractors. FMP is lost when the spouse accepts or declines an offer of a continuing position to include a temporary position that is expected to last one year or more, or that is extended to last one year or more, or declines a job interview.
Family member no preference eligible (overseas):	Family members of locally hired DoD or NAF civilian employees, or A family member or spouse preference eligible who has lost military spouse or family member preference due to accepting or declining an offer of continuing employment. A continuing position for FMNP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES.
Reemployment Annuitant:	A former Federal employee who has retired under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS).
Other Interchange Agreement:	A person currently employed in another U.S. Federal Service position covered by an existing interchange

agreement with the Office of Personnel Management, such as TVA.

❯❯ Federal Employee:

The Federal Employee section collects information regarding your experiences as a federal employee. This screen is only required for applicants who are either currently a federal employee or those who were previously a federal employee. Proof of eligibility will be required wherever applicable.

1. **Make your selections** under **Current Permanent Federal Civilian Employee Information.**

   Note: If you have more than one period of service and one is current and the others are previous, complete the information in this section based on your current experience only.

2. **Make your selections** under **All (current and previous) Permanent Federal Civilian Employee Information**.

   Note: Do not skip this section. It is needed in addition to the previous information requested.

3. **Make your selections** under the **Federal Civil Service Retiree Information section.**

4. When satisfied with your entries, **click** on **Next** to continue to the next section.

Description of Fields:

Current Permanent Federal Civilian Employee Information:

Question 1: If you are currently a Permanent Federal Civilian Employee, answer Yes to this question. If you are not, answer No.

All (current and previous) Permanent Federal Civilian Employee Information:

Currently a permanent federal employee | If you are a current permanent federal employee of the Department of the Army, select the Yes Radio button. If not, then select No.

of the Dept. of the Army?	
Currently on Leave without Pay:	If you are currently on Leave without Pay status, answer Yes to this question. If you are not, answer No.
Expiration Date:	Enter the date on which your Leave without Pay will end. If you indicated that you are not currently on Leave without pay, you do not need to complete this entry. Enter the date in MM/DD/YYYY format for the date on which your LWOP will end.
Pay Plan:	Select the highest Pay Plan you held while you were a Permanent Federal Employee from the dropdown.
Grade:	Select the highest Grade you held while you were a Permanent Federal Employee from the dropdown. If you are a present employee, leave blank.
Start Date:	Enter the date (in MM/DD/YYYY) you started at the highest grade indicated above.
End Date:	Enter the date (in MM/DD/YYYY) you completed employment at the highest grade indicated above. If present, leave blank.
Last Performance Appraisal Fully Satisfactory or Better?:	If your last performance appraisal of record as a Permanent Federal Employee was rated Fully Satisfactory or a higher rating, answer Yes to this question. If not, answer No.
Date of Performance Appraisal:	Enter the date (in MM/DD/YYYY) of your last performance appraisal of record as a Permanent Federal Employee.

Federal Civil Service Retiree Information:

Are you a Federal Civil Service Retiree?	If you are a former federal civil service employee who has retired, answer Yes to this question. If you are not, answer No.
If yes, date of retirement:	If you selected Yes to the previous question enter the date of retirement here. The date should be entered in MM/DD/YYYY format.
If yes, did you accept VSIP?	If you selected Yes to the "Are you a Federal Civil Service Retiree", indicate if you accepted a Voluntary

Separation Incentive Pay (VSIP) by clicking the radio button next to Yes or No.

➤➤ Military – Veteran Service Data:

The Military – Veteran Service Data section collects information regarding your military and veteran service. This screen is only required for applicants who have served in the United States military and for applicants who are eligible for veterans preferences.

1. **Make a selection** for **Medal Awarded** if applicable. You may select more than one.

2. **Enter** the **Start Date** and **End Date** of any period of Active Duty.

3. **Select** your type of **Discharge** from the Type of Discharge dropdown.

4. **Select** Yes or No for **Retired Military** question.

5. **Enter** the **Date of Retirement** in **MM/DD/YYYY** format.

6. **Enter** your **rank at retirement**.

7. **Make a selection** from the **Preference Claimed** dropdown.

   Note: If you are not sure if you are eligible for Veterans' Preference or what type to claim Click Here for the Veterans' Preference Wizard.

8. When satisfied with your entries, **click** on [Next] to continue to the next section.

Description of Fields:

Medal Awarded:	Click the checkbox to the left of any selection that applies to you. You may select more than one.
Period of Active Duty:	If you have more than one period of Active Duty service dates to enter, enter the two most recent periods in chronological order beginning with the most recent one served.
Start Date:	Enter the date in MM/DD/YYYY format on which you started your Active Duty service (if applicable). If you have more than one period of Active Duty, start with the most recent period first.

End Date:	Enter the date in MM/DD/YYYY on which you completed your Active Duty service. If you are still serving, enter the date of your expected separation/retirement.
Type of Discharge:	If you were discharged from the Military, select the type of discharge you received from the dropdown menu.
Retired Military:	If you retired from the military, answer Yes to this question. If you have not, answer No.
Date of Retirement:	Enter the date you retired from the military in MM/DD/YYYY format. If you answered no to the previous question, you do not need to enter a date in this field.
Rank at Retirement:	Enter your rank at the time of your retirement, if you are not retired, leave blank.
Preference Claimed:	Select the Veterans Preference you are eligible for. If you are unsure of whether you are eligible for veterans preference, click here for the Veterans Preference Wizard. The system will open a new browser window at the Department of Labor site. Follow the wizard through to determine if you are eligible. The DOL site will first display several screens of information available regarding Veterans Preference (click Continue at the bottom of each screen to advance through the wizard). The fourth screen will provide you with a list of Veterans Preference choices. The first choice, Determining your eligibility for Veterans' Preference in hiring, is the wizard you will need. Answer the questions as required by the wizard until the system provides you with an answer on your eligibility. You will need to enter this eligibility in the next field, so you should note what preference you are entitled to.

Overseas Qualification:

The Overseas Qualification section collects information regarding your qualifications as an overseas applicant. This screen is only required for applicants who applying for consideration in the Overseas Region.

1. **Select** your **type of sponsor** for Overseas Qualification.

2. **Enter** the your **relationship** to the sponsor.

3. **Enter** the **Sponsor's DEROS** date in MM/DD/YYYY format.

4. **Select** Yes or No for **Dual Nationality**.

5. **Enter** the **Country** you hold dual nationality in (if you selected Yes for previous question).

6. **Select** Yes or No for **Hold Work Permit** in Country Outside US.

7. **Enter** the **Countries** you hold a work permit in (if you selected Yes for previous question).

8. **Enter** the **type of Visa** you hold.

9. **Enter** the **Date you arrived** in host country in **MM/DD/YYYY** format.

10. **Select Yes or No** to "Are you presently living in host country without affiliation with US military forces or a civilian component" question.

11. When satisfied with your entries and all other screens requested (listed on the right side of the screen), **click** on to preview your Supplemental Data, as it will appear to potential staffing recruiters.

Description of Fields:

Sponsor:	Select the category you were sponsored under for your current Overseas position.
Relationship to Sponsor:	Type in your relationship to the person who sponsored you for your current Overseas position.
Sponsor's DEROS Date:	Enter the date in MM/DD/YYYY format on which your overseas tour is due to expire (Date Eligible for Return from Overseas - DEROS).
Hold Dual Nationality:	If you hold nationality to more than one country, answer Yes to this question. If you do not, answer No.
Country:	If you indicated that you hold dual nationality, type in the names of the countries you hold nationality in. Separate each with a comma. If you indicated that you do not hold dual nationality you do not need to complete this field.
Hold Work Permit in	If you hold clearance to work in another country (outside the United States), answer Yes to this

Country outside US:	question. If you do not, answer No.
Countries:	If you indicated that you hold a work permit for another country (outside the United States), type in the names of the countries you are authorized to work in. Separate each with a comma. If you indicated that you do not a work permit for another country you do not need to complete this field.
VISA Type:	Indicate the type of VISA you have been issued.
Date Arrived in Host Country:	Enter the date in MM/DD/YYYY format you arrived in your current host country (for those working in the overseas area under government orders).
Question:	If you are presently living in a host country (a country in which you are not a citizen) AND you do not have an affiliation with the US military forces or a civilian component of a US military force, answer Yes to this question. All others should answer No to this question.

ANSWER

The Applicant Notification System Web-Enabled Response (ANSWER) tool is designed to allow users to check the status of their Resume, track their application history, view Self-Nomination history and view their current Resume and Supplemental Data listed in the Central Resumix Database. Users can toggle between the Resume Builder and ANSWER. Please click the Help icon within the ANSWER application to access online help files for ANSWER.

» Instructions:

1. **Click** the **Go to Answer** link in the ANSWER box on the Welcome screen.
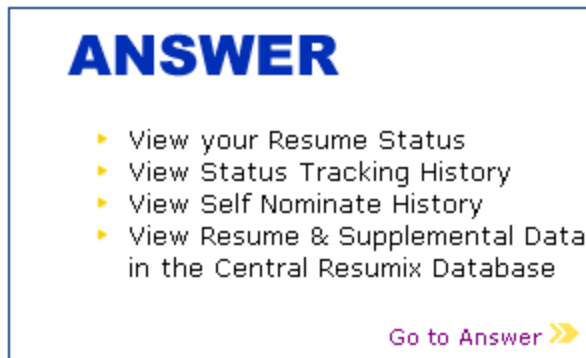
2. Make your selections within the ANSWER application. See the ANSWER User Guide and Online Help for assistance with the application.

3. **Click** the **Close ANSWER** button to return.

Submit Resume and Supplemental Data

Once you have completed both your resume and supplemental data you will need to submit them to the Central Resumix database. Your resume and supplemental data is not accessible to any staffing specialists until you have completed this step. You can submit your resume and supplemental data from here as well as the welcome page. Here, you can list email addresses for people you would like to send your resume to. It is recommended that you send a copy of your completed resume to yourself.

❯❯ Instructions:

1. **Review** the **top message** on the screen.

2. **Review** the **Applicant Certification** message.

3. **Enter** any **email addresses** you would like to send a copy of your completed resume to. See Additional Information for detailed instructions.

4. **Click** the **Submit Resume & Supplemental Data** button

The application will display a confirmation message that your Resume and Supplemental Data has been submitted. From here you can return to the Resume Builder / ANSWER main page. You may go back and edit your resume and supplemental data at any time by using Resume Builder.

❯❯ Email Resume to other Recipients:

From here you can add email addresses to send the resume that you created using Resume builder to other recipients as well as yourself. You may want to send a copy of your resume to yourself for your own records. You must enter these email addresses before you click the Submit button. To send your resume to other recipients follow the instructions below:

1. **Enter** the **email address** in janedoe@domainname.com format for the first recipient in the text box located below the "Email Resume to the following:" title.

Email Resume to the following:

Add Another Recipient

2. **Click Add Another Recipient** to enter an additional email address. Another text box will appear below the current text box on the screen. Repeat as many times as necessary.

3. **Click** the **Submit Resume & Supplemental Data** button.

Hints and Tips

Hints and Tips for Using Resume Builder

1. When registering for your Resume Builder account, keep in mind that your Social Security Number (SSN) will also be your User ID.

2. Each screen in the Resume Builder application has it own individual help file that provides instructions for that particular screen. If you would like instructions from start to finish on how to properly complete your resume and supplemental data then click on the Resume Builder Instructions link on the Welcome page.

3. All dates are entered in MM/YY/DDDD format.

4. The section worksheets for Work Experience, Education, and Additional Information are there as a guide to assist you in creating a resume that contains all the proper information so that your resume is marketable to staffing specialists. These worksheets are only a guide, you do not have to complete all of the fields but you should try to complete as many as possible to improve your resume.

5. You must submit your resume and supplemental data to Resumix by click the Submit Resume & Supplemental Data button on the main screen and also at the end of the application before recruiters can access your resume.

6. Review the FAQ's section on the Employment site (http://acpol.army.mil/employment) to view additional questions and answers about the application process.
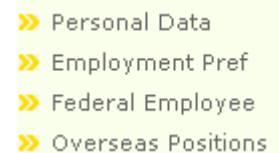
Resume Builder Navigation Tips

The Resume Builder / ANSWER Tools is two separate tools available from one location and utilizes one login. The Resume Builder / ANSWER tools allows you to login and maintain your registration information for both tools from this one location. Once you have logged in you are able to access the Resume Builder portion of this tool or ANSWER. These help files only pertain to Resume Builder, to access Navigation information for ANSWER click the Help icon inside the ANSWER application.

Resume Builder has three main areas:

- Create / Edit Resume
- Create / Edit Supplemental Data
- Submit Resume & Supplemental Data

Resume Builder works almost like a step by step application meaning that you must complete one thing before going to another. Resume Builder has a strict validation process that checks to ensure you have something entered for each section of your resume as well as completed, at least the required fields, for each portion of the Supplemental Data before you are allowed to submit to Resumix.

The right side of the screen contains a list of Supplemental Data screens that you need to complete, as determined by your answers to the preliminary questions. This listing is there to assist you in determining how many screens you have left to complete as well as provide you with access to go directly to those screens. However, you will need to complete all required fields on the screen you are currently on before jumping to a different screen. To jump to a screen simply click the hyperlinked name of the screen in the listing. The ability to jump between screens is also helpful when you want to return to a previously completed screen. Below is a sample of what the menu might look like (your menu list items may be different).

The Edit Resume Now button will take you directly to the Build your Resume screen. You can leave the Supplemental Data section at any time but you will have to return at a later time to complete your sections.

At the end of each section there is a Next button. This will take you directly to the next Supplemental Data section to be completed.

When you are on your last section and click Next you will be taken directly to a
screen that displays all of the information you entered for review.

The Resume Builder application works in conjunction
with the ANSWER application. The ANSWER
application allows you to view the status of your
application for all jobs that you have applied to.
ANSWER also allows you to view the current resume
and supplemental data listed in Resumix. You can
toggle between the two applications by clicking the
Close ANSWER link in Resume Builder and the Return
to Resume Builder button in ANSWER.

Glossary

30 percent Disabled Veteran:	You must have prior military service with a disability rating of 30% or more. Applicants must have a Notice of Rating from the Office of Personnel Management dated within the last six months. You may also contact your local Office of Personnel Management for information on when and where tests are administered. If selected, you will be required to submit a DD Form 214, Certificate of Discharge. When claiming 10-point preference, you must also submit your SF 15, Application for 10-point Veteran's Preference and supporting documents (i.e., Veteran's Administration letter dated within the last 12 months) as outlined on the reverse side of the SF 15.
Address Line 1:	The first line of your postal mailing address.
Address Line 2:	The second line of your postal mailing address. This field is optional.

All (current and previous) Permanent Federal Civilian Employee Information:

Currently a permanent federal employee of the Dept. of the Army?	If you are a current permanent federal employee of the Department of the Army, select the Yes Radio button. If not, then select No.
Currently on Leave without Pay:	If you are currently on Leave without Pay status, answer Yes to this question. If you are not, answer No.
Expiration Date:	Enter the date on which your Leave without Pay will end. If you indicated that you are not currently on Leave without pay, you do not need to complete this entry. Enter the date in MM/DD/YYYY format for the date on which your LWOP will end.
Pay Plan:	Select the highest Pay Plan you held while you were a Permanent Federal

	Employee from the dropdown.
Grade:	Select the highest Grade you held while you were a Permanent Federal Employee from the dropdown. If you are a present employee, leave blank.
Start Date:	Enter the date (in MM/DD/YYYY) you started at the highest grade indicated above.
End Date:	Enter the date (in MM/DD/YYYY) you completed employment at the highest grade indicated above. If present, leave blank.
Last Performance Appraisal Fully Satisfactory or Better?:	If your last performance appraisal of record as a Permanent Federal Employee was rated Fully Satisfactory or a higher rating, answer Yes to this question. If not, answer No.
Date of Performance Appraisal:	Enter the date (in MM/DD/YYYY) of your last performance appraisal of record as a Permanent Federal Employee.
Attended From:	Enter the date in MM/DD/YYYY format on which you began attending the school.
Citizenship:	Select your citizenship from the dropdown. If you are not a US Citizen and you are not a Local National, you should select Other.
City:	Enter the city listed on the organization/company's postal address.
City:	Enter the city listed on the organization/company's postal address.
City:	The city listed on your postal mailing address.
Civilian Army eligible:	A permanent Department of Army civilian.
Completed:	Enter the date in MM/DD/YYYY format on which you finished attending the school.

Confirm Password:	The password must be exactly identical to the password entered in the Password field.
Confirm SSN:	Re-enter your Social Security Number. The number must be 9 digits, no spaces or hypes are permitted.
Countries:	If you indicated that you hold a work permit for another country (outside the United States), type in the names of the countries you are authorized to work in. Separate each with a comma. If you indicated that you do not a work permit for another country you do not need to complete this field.
Country:	If you indicated that you hold dual nationality, type in the names of the countries you hold nationality in. Separate each with a comma. If you indicated that you do not hold dual nationality you do not need to complete this field.
Country:	Select the country listed on the organization/company's postal address.
Country:	Select the country listed on the organization/company's postal address.
Country:	The country listed on your postal mailing address.
Current Permanent Federal Civilian Employee Information:	Question 1: - If you are currently a Permanent Federal Civilian Employee, answer Yes to this question. If you are not, answer No.
Date Arrived in Host Country:	Enter the date in MM/DD/YYYY format you arrived in your current host country (for those working in the overseas area under government orders).
Date of Birth:	Enter the date in MM/DD/YYYY format on which you were born. This field is optional and failure to complete it will not preclude you from consideration.
Date of Retirement:	Enter the date you retired from the military in MM/DD/YYYY format. If you answered no to the previous question, you

do not need to enter a date in this field.

Date:	Enter the date (in MM/DD/YYYY format) the license/award was received or the date you completed the training/education.
DCIPS employee applying for DCIPS:	A current DCIPS civilian employee serving on a permanent appointment and applying for DCIPS positions.
DCIPS/CIPMS Interchange eligible:	Currently serving on a CIPMS appointment without time limitation or has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a CIPMS position. May be appointed only to permanent positions based on this authority.
Degree Achieved:	Enter the type of degree you received from the school. Ex. Bachelor of Science
Description of Duties:	Enter a brief description of your position's duties. Include in your description any systems you have worked on; any software programs you have used; any special programs you have managed; any regulations, directives, etc. you have used; any other job-related information you would like to include.
Description:	Enter a brief description of the experience being entered. Include any pertinent information that may be useful in evaluating your applicability.
Description:	Enter a brief description of your studies at the school. This section is more widely used when entering information about non-standard education (ie, vocational school). Include any pertinent information that may be useful in evaluating your applicability.
Dictation - Words per Minute:	Enter the number of words per minute you are capable of writing from dictation. This must be a numeric number. This field is optional and failure to complete it will not preclude you from consideration.

Education Level: An additional window will pop up with a list of possible education levels. Click the radio button to the left of the education description that best applies to you.

E-mail address: The address must be in standard format (username@example.com). Those with AKO e-mail accounts are strongly encouraged to use their AKO e-mail address unless they are leaving the Army in the near future.

Employment Categories: Click the checkboxes to the left of all applicable employment categories that apply to you. Select as many as applicable to your situation.

Employment Type: Click the checkbox to the left of all applicable employment types you are willing to accept. You may select more than one.

End Date: Enter the date in MM/DD/YYYY on which you completed your Active Duty service. If you are still serving, enter the date of your expected separation/retirement.

End Date: Enter the date in MM/DD/YYYY format that you ended employment with the organization/company. If you currently work for this company leave this field blank.

EO 12721 eligible: Worked as an Appropriated Fund Federal employee overseas while a family member of a Uniformed Service Member, civilian employee, or Non-Appropriated Fund (NAF) employee serving overseas. In the overseas assignment, employee must have accumulated 52 weeks of creditable service; received a fully successful or better performance rating; and must have returned to the U.S. from the overseas tour of duty and met time requirements.

Family member no preference eligible (overseas): Family members of locally hired DoD or NAF civilian employees, or A family member or spouse preference eligible who

has lost military spouse or family member preference due to accepting or declining an offer of continuing employment. A continuing position for FMNP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES.

Family member preference eligible (overseas):

The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the U.S. Armed Forces or a U.S. citizen civilian employee (sponsor) of a U.S. Government Agency (including NAF activities) whose duty station is in a foreign area. This category does not apply to family members of contractors. FMP applies when the Family Member (FM) arrives in the overseas area and to positions in the commuting areas of the sponsor's duty station. FMP also applies when an active duty member of a dual military couple exits the service overseas and applies for civilian employment as a family member. NOTE: FMP applies to initial employment at the overseas location. Once the FM accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through FMP. A continuing position for FMP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES. FMP can be used only once during the sponsor's tour. Once used, the FM competes as a family member without preference (FMNP). FMP does not apply to FMs of locally hired civilian employees or government contractors. FMP is lost when the spouse accepts or declines an offer of a continuing position to include a temporary position that is expected to last one year or more, or that is extended to last one year or more, or

declines a job interview.

Federal Civil Service Retiree Information:

- Are you a Federal Civil Service Retiree? - If you are a former federal civil service employee who has retired, answer Yes to this question. If you are not, answer No.
- If yes, date of retirement: - If you selected Yes to the previous question enter the date of retirement here. The date should be entered in MM/DD/YYYY format.
- If yes, did you accept VSIP? - If you selected Yes to the "Are you a Federal Civil Service Retiree", indicate if you accepted a Voluntary Separation Incentive Pay (VSIP) by clicking the radio button next to Yes or No.

First Name:

Your complete first name should be used (not a nickname).

Gender:

Make a selection from the dropdown menu. This field is optional and failure to complete it will not preclude you from consideration.

GPA:

Enter your cumulative GPA as it was when you finished attending the school.

Grade:

Select the Grade you were at when your employment with the organization ended. (This is a field that pertains to government positions. All others can enter their Salary in the Salary field instead.)

Hold Dual Nationality:

If you hold nationality to more than one country, answer Yes to this question. If you do not, answer No.

Hold Work Permit in Country outside US:

If you hold clearance to work in another country (outside the United States), answer Yes to this question. If you do not, answer No.

Hours Worked Per Week:

Enter the base amount of hours you worked each week during your

	employment with the organization/company.
Hours:	Enter the total number of hours completed in the training/education course.
ICTAP eligible:	Interagency Career Transition Assistance Plan (ICTAP) eligibles. Current or former employees displaced from non-DOD agencies. Individuals seeking ICTAP eligibility will be required to submit a copy of their Reduction in Force (RIF) separation notice (Notification Letter or SF 50) and a copy of their most recent performance rating. ICTAP eligible must be rated well qualified for the position to receive consideration. A well-qualified employee is defined as meeting all of the minimum qualification standards and eligibility requirements as well as possessing skills that clearly exceed the minimum qualification requirements for the position.
Last:	Your complete last name.
Major:	Enter the name of your declared Major during the time you attended the school. If your Major changed at any point, only enter the Major declared on your official school transcripts. If you had more than one Major declared simultaneously, separate each with a "/".
May we contact your Supervisor? Yes/No:	Indicate whether it is okay for staffing personnel to contact the supervisor named. If you select no and we need to contact your current supervisor, we will contact you before doing this.
Medal Awarded:	Click the checkbox to the left of any selection that applies to you. You may select more than one.
Middle:	Your middle name or middle initial. This field is optional.
Military Spouse preference eligible (overseas):	The spouse of an active duty military member (sponsor) of the U.S. Armed

Forces who accompanies their military sponsor on a permanent change of stations (PCS) move. To receive preference, the spouse must be married to the military sponsor before reporting to the new duty assignment. MSP applies when the spouse arrives in the overseas area and to a position in the commuting area of the military sponsor's permanent duty station. MSP applies if you are ranked among the "best qualified" for the vacancy for which you are applying. MSP is retained until the military spouse accepts or declines the offer of a permanent appointment to a full-time or part-time position. Military spouses will not lose MSP eligibility when accepting a temporary or term position or a permanent position with a flex or intermittent on-call work schedule (non-continuing positions). NOTE: MSP applies to initial employment at the overseas location. Once the spouse accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through MSP. MSP is lost when the spouse accepts or declines an offer of a continuing position or declines a job interview for a continuing position. A continuing position is a permanent full-time or part-time position. This includes positions with non-appropriated fund (NAF) organizations or AAFES. MSP can be used only once during the sponsor's tour. Once used, the spouse competes as a family member without preference.

Minor: Enter the name of your declared Minor during the time you attended the school. If your Minor changed at any point, only enter the Minor declared on your official school transcripts. If you had more than one Minor declared simultaneously, separate each with a "/".

NAF Interchange eligible: Currently serving on a NAFI position without time limitation or has been involuntarily separated from such

appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a NAFI position. May be appointed only to permanent positions based on this authority.

Non Status Eligible, including overseas limited and temporary employee:

All applicants without personal competitive status; employees on temporary and term positions; employees on excepted service positions who do not meet eligibility requirements for an interchange agreement; and applicants who have not worked for the Federal government.

Organization / Company Name:

For government positions, enter the Organization you were assigned to. All others should enter the name of the company they were employed with.

Other Interchange Agreement:

A person currently employed in another U.S. Federal Service position covered by an existing interchange agreement with the Office of Personnel Management, such as TVA.

Outstanding Scholar eligible:

Resumes submitted under the Outstanding Scholar Program will be considered for this position. The Outstanding Scholar Program is used as one of several methods for recruiting some entry-level positions throughout the Army. This special hiring authority is restricted to grade levels GS-5 and GS-7 or equivalent. To be eligible you must be a college graduate and have maintained a grade point average (GPA) of 3.45 or better on a 4.0 scale for all undergraduate course work, or have graduated in the upper 10 percent of your graduating class or major university subdivision. For this program, the GPA is rounded to one decimal place. For example, a GPA of 3.45 rounds up to the required 3.5, while a 3.44 rounds down to the 3.4 GPA. A college degree in any major is qualifying for most of the career

fields covered by the Outstanding Scholar Program. However, some positions may require specific courses in subjects related to the job as indicated in the job announcement. Applicants who wish to apply for the Outstanding Scholar Program may apply nine months before completing all the requirements of the Program, including GPA or class standing. However, the applicants must produce appropriate documentation (e.g., a copy of their college transcript) at the time of appointment. To apply under as an Outstanding Scholar send a resume as explained in the How to Apply instructions for this position. You may be required to submit a copy of your college transcripts containing sufficient information to compute GPA and/or a letter from the Registrar's office as proof of your 10% class standing.

Password:

Passwords should be a combination of capitals and lowercase letters, numbers, and a special character to ensure proper security. Remember your password for future visits to this site. You can change your password at any time by editing your entry in this field.

Pay Plan:

Select the Pay Plan you were at when your employment with the organization ended. (This is a field that pertains to government positions. All others can enter their Salary in the Salary field instead.)

per:

Select your type of pay: hour, day, week, bi-weekly, month, or annually during your employment with the organization/company.

Period of Active Duty:

If you have more than one period of Active Duty service dates to enter, enter the two most recent periods in chronological order beginning with the most recent one served.

Person with Disabilities eligible:

Have a physical or mental impairment that limits one or more major life activities and has been certified by the State Department

of Vocational Services.

Position Title:	Enter your official position title.
Preference Claimed:	Select the Veterans Preference you are eligible for. If you are unsure of whether you are eligible for veterans preference, click here for the Veterans Preference Wizard. The system will open a new browser window at the Department of Labor site. Follow the wizard through to determine if you are eligible. The DOL site will first display several screens of information available regarding Veterans Preference (click Continue at the bottom of each screen to advance through the wizard). The fourth screen will provide you with a list of Veterans Preference choices. The first choice, Determining your eligibility for Veterans' Preference in hiring, is the wizard you will need. Answer the questions as required by the wizard until the system provides you with an answer on your eligibility. You will need to enter this eligibility in the next field, so you should note what preference you are entitled to.
Quarter Hours Earned:	Enter the total number of Quarter Hours Earned. Example: 21 credits per quarter x 12 quarters = 252 quarter hours earned.
Question 1: (Preliminary Questions)	If you currently work as a Permanent Federal Civilian Employee, answer Yes. If you have ever previously worked as a Permanent Federal Civilian Employee, answer Yes. If you have never worked as a Permanent Federal Civilian Employee, answer No.
Question 2: (Preliminary Questions)	If you have ever served in any branch in the United States military, answer Yes. If you are eligible for "veterans preference", answer Yes. If you are unsure of whether you are eligible for veterans' preference, click here for the Veterans Preference Wizard. The system will open a new browser window at the Department of

Labor site. Follow the wizard through to determine if you are eligible. The DOL site will first display several screens of information available regarding Veterans Preference (click Continue at the bottom of each screen to advance through the wizard). The fourth screen will provide you with a list of Veterans Preference choices. The first choice, Determining your eligibility for Veterans' Preference in hiring, is the wizard you will need. Answer the questions as required by the wizard until the system provides you with an answer on your eligibility. You will need to select the type of preference claimed later on, so you may want to note what preference you are entitled to. (The wizard is also available on the screen where that data is collected.)

Question 3: (Preliminary Questions)

If you are applying for a position that is overseas, answer Yes. If you are not interested in applying for overseas positions, answer No.

Question:

If you are presently living in a host country (a country in which you are not a citizen) AND you do not have an affiliation with the US military forces or a civilian component of a US military force, answer Yes to this question. All others should answer No to this question.

Race / Origin:

Make a selection from the dropdown menu. If your Race / Origin is not listed, select Other. This field is optional and failure to complete it will not preclude you from consideration.

Rank at Retirement:

Enter your rank at the time of your retirement, if you are not retired, leave blank.

Reemployment Annuitant:

A former Federal employee who has retired under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS).

Reinstatement eligible: Former Federal employees who attained Career status on a permanent, competitive Federal appointment. If the person was a Career-Conditional, reinstatement eligibility generally applies 3 years after separation unless exception in 5 CFR 315.201(b)(3) apply.

Relationship to Sponsor: Type in your relationship to the person who sponsored you for your current Overseas position.

Retired Military: If you retired from the military, answer Yes to this question. If you have not, answer No.

Salary: Enter the Salary in US Dollars and cents (example: 20000.00 that you were at when your employment with the organization/company ended.

School Name: Enter the complete name of the school attended.

Semester Hours Earned: Enter the total number of Semester Hours Earned. Example: 18 credits per semester X 8 semesters completed = 144 Semester Hours Earned.

Series: Enter the 4 digit Series you were at when your employment with the organization ended. (This is a field that pertains to government positions. All others can enter their Salary in the Salary field instead.)

Sponsor: Select the category you were sponsored under for your current Overseas position.

Sponsor's DEROS Date: Enter the date in MM/DD/YYYY format on which your overseas tour is due to expire (Date Eligible for Return from Overseas - DEROS).

SSN: The Social Security Number must be 9 digits. No spaces or hyphens are permitted.

Start Date: Enter the date in MM/DD/YYYY format on which you started your Active Duty service (if applicable). If you have more than one period of Active Duty, start with

the most recent period first.

Start Date:	Enter the date in MM/DD/YYYY format that you started employment with the organization/company.

State:	Select the state listed on the organization/company's postal address.

State:	Select the state listed on the organization/company's postal address

State:	The state listed on your postal mailing address. This field is optional for international users (those who choose a country other than United States as their country).

Still Attending:	Check this box only if you are currently attending the school. If you are on vacation or holiday (between semesters) and plan on continuing your attendance during the next standard semester (you are registered for the next semester), check the box. If you plan to eventually return to the school but are not sure when, do not check the box.

Student Employment:	A U.S. student enrolled or accepted for enrollment as a degree seeking student, taking at least a half-time academic or vocational/technical course load in an accredited high, technical, vocational school, or a 2 or 4 year college or university, graduate/professional school, and meet your state's minimum employment age for minors and are either a US citizen or permanent resident of the United States or otherwise authorized to be employed.

Summer Employment:	US citizen interested in summer employment only, other than temporary employment described in non-status above.

Supervisor Name:	Enter the name of your supervisor during the time spent with the organization/company. If you had more than one during that time period, enter the most current supervisor you had.

Supervisor Telephone: Enter the telephone where your supervisor can be reached during normal business hours.

Telephone fields (Home, Work, DSN):   Only numeric characters are permitted. The extension field is not required.

Title / Course: Enter the title of the license/award or the course name of the training/education.

Transfer Eligible: Currently a permanent, career or career conditional, non-Department of Army federal civilian employee.

Type of Discharge: If you were discharged from the Military, select the type of discharge you received from the dropdown menu.

Type of School: Select from the drop-down menu the type of school being entered. Only one option can be selected per entry. If you have an educational experience that does not fit into one of the categories listed, enter it in the Additional Information block on the Build Resume page.

Type: Select from the drop-down menu the type of entry your experience can be categorized within. Only one option can be selected per entry. If your entry does not fit into one of the categories listed, select one of the options in the dropdown. When your entire entry is inserted into the Additional Information block on the Build your resume page, edit the default category text inserted to either a more appropriate descriptive title or leave it without a Type of Entry title.

Typing - Words per Minute: Enter the number of words per minutes you are capable of typing. This must be a numeric number. This field is optional and failure to complete it will not preclude you from consideration.

VEOA eligible: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after substantially completing an initial 3 years

active service may apply. If selected, applicant will be required to submit a DD214, Certificate of Discharge.

VISA Type:
Indicate the type of VISA you have been issued.

VRA eligible:
Public Law 107-288 effected substantive changes to the Veterans Readjustment Act. Under the new law the following veterans are eligible for a non-competitive VRA appointment: Disabled Veterans; or Veterans who have been awarded a Campaign Badge, Armed Forces Expeditionary Medal (AFEM), or Armed Forces Service Medal (AFEM); or Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years. There are no time restrictions on appointment of the first two categories of veterans. There are no lengths of service requirements for all three categories of veterans. Veterans who are serving under the old Veterans Readjustment Appointment who do not meet new eligibility requirements for new VRA appointment may still be converted to career-conditional appointments upon completion of the current appointment. The maximum grade level at which appointments may be made is GS-11. Veterans must meet all qualification requirements. Veterans with less than fifteen years of education must receive training or education.

Work Schedule:
Click the checkbox to the left of all applicable work schedules that you are willing to work. You may select more than one.

Zip Code:
The zip code listed on your postal mailing address.

30 percent Disabled Veteran:
You must have prior military service with a disability rating of 30% or more. Applicants must have a Notice of Rating

from the Office of Personnel Management dated within the last six months. You may also contact your local Office of Personnel Management for information on when and where tests are administered. If selected, you will be required to submit a DD Form 214, Certificate of Discharge. When claiming 10-point preference, you must also submit your SF 15, Application for 10-point Veteran's Preference and supporting documents (i.e., Veteran's Administration letter dated within the last 12 months) as outlined on the reverse side of the SF 15.

Address Line 1: The first line of your postal mailing address.

Address Line 2: The second line of your postal mailing address. This field is optional.

Attended From: Enter the date in MM/DD/YYYY format on which you began attending the school.

Citizenship: Select your citizenship from the dropdown. If you are not a US Citizen and you are not a Local National, you should select Other.